



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/depart/hr

"Your Employer of Choice."

A great place to live...

A great place to work...

FINAL FILING DATE: January 29, 2010

ORAL INTERVIEW: To Be Announced

RE-OPEN

RISK MANAGER - EXEMPT

Monthly Salary Range \$7,672 - \$9,348

THE POSITION

The Contra Costa County Administrator's Department is recruiting to fill the Risk Manager – Exempt position. The Risk Manager – Exempt class is responsible to plan, administer and evaluate a comprehensive County-wide risk management program with the objective of conserving human, financial, physical and natural assets against the effects of loss; to recommend to the County Administrator and the Board of Supervisors strategies for protecting the County against all financial exposures and risks, including insurance or budget assumption of risk.

This single position management class reports directly to the County Administrator. The ideal candidate will perform professional-level risk identification and analysis, recommending appropriate risk control/financing techniques, implementing the techniques and monitoring the results for effectiveness. The incumbent directs the work of staff in the design, development, and implementation of risk management, safety, and insurance programs.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Possession of a baccalaureate degree from an accredited college or university with a major in business or public administration, insurance, finance, risk management or a closely related field.

Experience: Five (5) years of full-time or its equivalent of progressively responsible experience in a risk management, safety loss control, general liability insurance program, or workers' compensation; two (2) of the five years of which must have included supervisory and management authority over staff, and financial responsibility within the program area or division. Public sector experience in the fields identified above is desirable, but not a requirement.

Substitution for Education: An Associate of Risk Management (ARM) certification will substitute two years of the required education.

An additional three years of qualifying experience of the type noted above may be substituted for three years of the required education.

SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or a completed Contra Costa County application and supplemental questionnaire must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official application and supplemental questionnaire. An application and supplemental questionnaire may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application and supplemental questionnaire can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement. **To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.**
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate the best-qualified candidates for invitation to the oral interview.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list (Weighted 100%).

The Human Resources Department may change the examination steps noted above in accordance with Personnel Management Regulations and accepted selection practices.

OPEN ONLY: January 18, 2010 – GSR/jh

AN EQUAL OPPORTUNITY EMPLOYER

Exam Number: AJD1-2010

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, PREGNANCY OR PREGNANT CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

RISK MANAGER - EXEMPT

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/depart/hr. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.ccclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.



CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
651 Pine Street, 2nd Floor
Martinez, CA 94553-1292

CONTRA COSTA COUNTY
RISK MANAGER - EXEMPT
SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide applicants the opportunity to elaborate on their qualifications for this position. Your responses to this questionnaire may be used by an Application Evaluation Committee to determine which applicants will be invited to an interview with the Qualifications Appraisal (Oral) Board.

Please respond in writing to the questions listed below and attach your answers to the official application form. Although you may submit a resume or additional information, such items may not be substituted in lieu of the questionnaire. Please indicate the question number for each of your responses. It is not necessary to repeat the question as part of your response. Please be concise, limiting your response to the information that is relevant to each question.

1. Describe your specific experience in risk management. For each position, please include:
 - a. The name of the agency, company or organization, your title, and length of time you held the position.
 - b. A brief description of the agency or organization you worked for, its major functions(s) and number of employees.
 - c. The responsibilities of the position(s) held related to other positions in the organization.

2. For each of the below areas in which you have had experience, describe your duties and program responsibilities:
 - a. Worker's Compensation
 - b. Liability (Automobile, General Liability and/or Medical Malpractice)
 - c. Loss Control
 - d. Risk and Insurance Administration

3. Describe your experience in supervising the work of professional risk management staff. Include your title, the size of the department, and the work functions that were performed.
4. List any special achievements, such as Associate in Risk Management (ARM) and Chartered Property Casualty Underwriters (CPCU), special qualifications, training, or skills which are relevant to the position.
5. Describe your experience in the development and implementation of training workshops to department heads and personnel liaisons.